National Emergency Response Registry

User Guide

Version 1.0
August 1, 2006

Prepared by ManTech IS&T for the

Federal Emergency Management Agency

Revision History

Date	Version	Description	Author
August 1, 2006	1.0	Created	MG, BL

Table of Contents

Table of Figures

Section 1:   Introduction

Welcome to the National Emergency Resource Registry (NERR). NERR is a feature of the Department of Homeland Security's (DHS) United States Public & Private Partnership (US P3). US P3 is an unclassified network, which immediately provides the DHS Operations Center with one-stop 24/7 access to a broad spectrum of industries, agencies, and critical infrastructure across both the public and private sectors.

This first phase of the NERR is being rolled out to support the Federal Emergency Management Agency's (FEMA) initiative to develop a debris removal contractor registry. This initial version of the registry is intended to capture basic information about debris removal contractors and their resource capabilities. The NERR provides a central location where this information will be used by Tribal, State, and local governmental entities to identify and contact contractor resources to solicit bids and proposals for debris removal operations.

Please note that this site does not register your company to do business with the federal government and will not be used by the federal government for contracting purposes. In addition, the federal government does not maintain or verify any of the information in this registry. Therefore, contractors should revisit the site periodically to verify and update their company information. The information that you enter can only be viewed and changed through a username and password that you designate. Tribal, State, and local governmental entities will be able to view your company information in a version to be released on June 30, 2006.

- US P3 significantly increases the Department's exchange of unclassified information to critical infrastructure owners and operators and the private sector.

- US P3 is locally governed and administered by knowledgeable, respected domain experts and decision makers from both the private and public sector with the support of Federal Regional Coordinators.

- US P3 provides a tangible tool to engage the community in Homeland Security by supporting locally relevant information sharing with a direct pipeline to and from the Department.

- US P3 delivers information sharing, alert notification services to the right people - those that need to know, and those that need to act.

Disclaimer

This registry tool was developed to assist state and local governments in identifying and contacting debris removal contractor resources. The information herein is provided and maintained by contractors and their representatives. FEMA does not verify and takes no responsibility for the accuracy of any information in this database.

FEMA does not endorse, approve, or recommend any contractors. State and local governments should perform all appropriate due diligence prior to entering into a contract. Contracting with any of the entities in this database DOES NOT assure a State or local government of reimbursement under a federal grant. State and local governments should follow their own competitive procurement procedures when selecting a contractor.

Accessing the Homepage Window

To access the **NERR Home** window:

1. In the web browser, in the **Address** bar, enter: **https://ci.hsin.gov/usp3_nerr/default**.

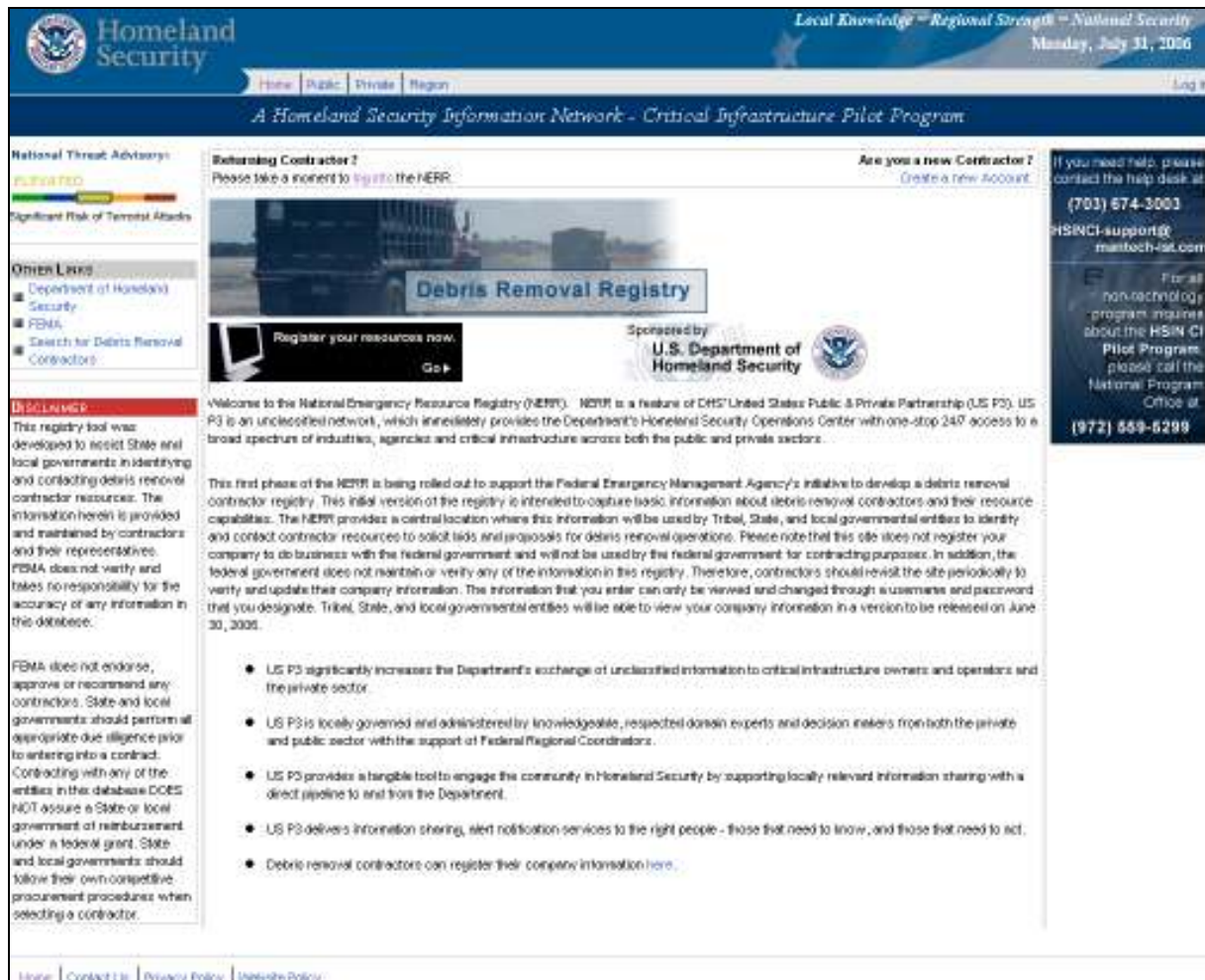2. Click the **Go** button. The **NERR Home** window displays.

Figure 1-1: NERR Home Window

Section 2:   Getting Started

Creating a New Contractor Account

To create a new contractor account:

1. In the **NERR Home** window, in the **Are you a new Contractor** section, click the **Create a new Account** hyperlink. The **New Contractor Registration Form** window displays.

Figure 2-1: New Contractor Registration Form Window

2. In the **New Contractor Registration Form** window, in the **First** text field, enter your first name. This is a required field.

3. In the **MI** text field, enter your middle initial.

4. In the **Last** text field, enter your last name. This is a required field.

5. In the **Job Title** text field, enter your job title.

6. In the **Email Type** drop-down list box, select an email type. This is a required field.

7. In the **Email** text field, enter your e-mail address. This is a required field.

8. In the **Type** drop-down list box, select the type of organization you have. This is a required field.

9. In the **Organization Name** text field, enter the name of your organization. This is a required field.

Enter your name if you are not associated with an organization.

10. In the **Organization Web Address (URL)** text field, enter your organization's web address.

11. In the **DUNS Number** text field, enter your DUNS number.

12. In the **Bonding Capacity** text field, enter a bonding capacity.

13. In the **Year Incorporated** text field, enter the year your company was incorporated.

14. In the **Comments** text box, enter a description about your company.

15. In the **References** text box, enter any relevant previous experience.

16. In the **Username** text field, enter a username. This is a required field.

Your username must be between 8 and 16 characters consisting of both letters and numbers.

17. In the **Password** text field, enter a password. This is a required field.

18. In the **Confirm Password** text field, re-enter your password. This is a required field.

19. Click the **Register** button. The **Log In** page displays.

Logging In

To log into NERR:

1. In the **NERR Home** window, in the **Returning Contractor** section, click the **Log In** hyperlink. The **Log In** window displays.

Figure 2-2: Log In Window

2. In the **Log In** window, in the **Username** field, enter your username.

3. In the **Password** field, enter your password.

4. In the **Authentication Source** drop-down list box, select **National Emergency Resource Registry**.

5. Click the **Log In** button. The **NERR Portal Home** window displays.

Resetting Your Password

To reset your password:

1. In the **NERR Portal Home** window, click the **Debris Removal** tab. The **Contractor Home** window displays.

Figure 2-3: NERR Portal Home Window: Debris Removal Tab

Figure 2-4: NERR Portal Home Window: Contractor Home

2. In the **Contractor Home** window, in the **Change Password** section, in the **Old Password** field, enter your current password.

3. In the **New Password** field, enter your new password.

4. In the **Confirm** field, re-enter your new password.

5. Select the **Update Password** hyperlink.

Completing the Contractor Resources Information

To complete the contractor resources information:

1. In the **NERR Portal Home** window, click the **Debris Removal** tab. The **Contractor Home** window displays.

2. In the **Contractor Home** window, select the **Contractor Resources** hyperlink. The **Contractor Resources** window displays.

Figure 2-5: Contractor Resources Window

3. In the **Contractor Resources** window, in the **Step 1** drop-down list box, choose one of the following:

If	*Do This*
You want to select an existing address	• Select an address.

If	*Do This*
You want to add a new address	1. Select the **Add Address** hyperlink to add an address. The **Organization Main Address** window displays.

> If no addresses have been populated, you must select the **Add Address** hyperlink to add an address.

Figure 2-6: Organization Main Address Window

2. In the **Organization Main Address** window, in the **Address Type** drop-down list box, select an address type.

3. In the **Street Address 1** text field, enter a street address.

4. In the **Street Address 2** text field, enter a street address.

5. In the **City** text field, enter a city.

6. In the **State** drop-down list box, select a state.

7. In the **Postal Code** text field, enter a postal code.

8. In the **Main Phone** text field, enter the main phone number of your organization.

9. In the **Alternate Phone** text field, enter an alternate phone number.

10. In the **Fax** text field, enter a fax number.

11. Click the **Save Address** hyperlink.

4. In the **Step 2** drop-down list box, select the type of work.

5. In the **Step 3** drop-down list box, select a resource.

6.   In the **Step 4** drop-down list box, choose one of the following:

If	*Do This*
You want to select an existing resource	• Select a resource.
You want to add a new resource	1. Select the **Add Resource** hyperlink to add a resource. The **New Resource** window displays.

If no resources have been populated, you must select the **Add Resource** hyperlink to add a resource.
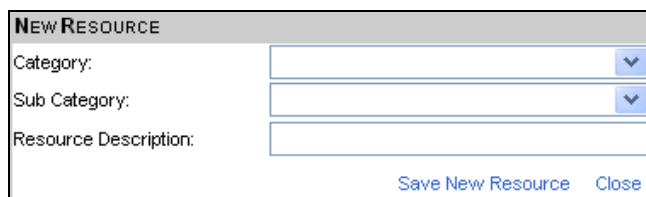
Figure 2-7: New Resource Window

2. In the **New Resource** window, in the **Category** drop-down list box, select a category.

3. In the **Sub Category** drop-down list box, select a sub category.

4. Click the **Save New Resource** hyperlink.

7.   In the **Step 5** drop-down list box, select the status of your resource.

8.   In the **Step 6** text field, select how many are available.

9. In the **Step 7** drop-down list box, choose one of the following:

If	*Do This*
You want to select an existing property	• Select a property.
You want to add a new resource	1. Select the **Add Property** hyperlink to add a resource. The **New Property** window displays.

> If no properties have been populated, you must select the **Add Property** hyperlink to add a property.

Figure 2-8: New Property Window

2. In the **New Property** window, in the **Category** drop-down list box, select a category.

3. In the **Sub Category** drop-down list box, select a sub category.

4. In the **Resource** drop-down list box, select a resource.

5. In the **Property Description** field, enter a description.

6. Click the **Save New Property** hyperlink.

10. In the **Step 8** text field, enter a value for the selected property.

11. In the **Step 9** section, select the **Assign Property** hyperlink to assign the previously defined property.

12. Select the **Assign Resource** hyperlink.

Section 3:   Search

Searching Providers

⚠️   The search does not allow for complex logic, the search returns values based on the exact text
     entered into the search fields.

To search for a provider:

1. In the **NERR Home** window, in the **Inside this Community** tab, select the **Contractor Search**
    tab. The **Contractor Search** window displays.

Figure 3-1: Contractor Search Window

2. In the **Contractor Search** window, in the **Search** section, in the **Category** drop-down list box select a category.

In the **Search Portlet** section, you must start your search by selecting a category. The drop-down list boxes populate according to your selection.

---

3. In the **Resource Type** drop-down list box, select a resource type.

4. In the **Resource** drop-down list box, select a resource.

5. In the **Status** drop-down list box, select the status.

6. In the **State** drop-down list box, select a state.

7. In the **Organization Name** field, enter the organization name.

8. In the **City** field, enter a city.

9. Select the **Find Providers** hyperlink. Your search results display in the **Organization List** section.

Figure 3-2: Contractor Search Window: Search Section Complete: Organization List Populates

10. In the **Organization List** section, click the **Select** hyperlink of an organization to view. Your search results display in the **Organization Detail** section.

Figure 3-3: Contractor Search Window: Search Section Complete: Organization List Selection: Organization Detail Populates Results